

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

Transmittal Sheet

Release No. 262

October 26, 1999

Subject: Organization Series
Part 101 Organization Management
Chapter 1 Organization Changes

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter describes the policies and procedures to be followed for all organization changes within the Minerals Management Service. The chapter is consistent with streamlined guidelines governing the internal MMS structure developed by an MMS team in 1994 and redelegations issued at that time in IPD 94-01 by the Director, MMS. It also augments departmental policy on organization management where departmental review and approval are required.

/s/

Director

FILING INSTRUCTIONS:

REMOVE:

<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
101	1	1	58

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<u>Part</u>	<u>Chapter</u>	<u>Pages</u>	<u>Release</u>
101	1	9	262

Handbook:

MMSM 101-1-H

Organization Changes

86
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None

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101.1.1

1. **What is the reason for this chapter?** This chapter contains the policy and procedures which govern organization changes in the Minerals Management Service. It supplements Part 101 of the Departmental Manual.
2. **What is an organizational change?** An organizational change is any change in the established structure of any organizational component. This includes the establishment, abolishment, or change in the title of a component, the transfer of significant functions from one component to another, or the revision of servicing areas or boundaries.
3. **Why do we need this chapter?** This chapter is being issued to help you (referring to the MMS manager) establish and maintain sound organizational structures so you can effectively manage your functions and accomplish departmental and MMS goals and objectives. Also, these procedures allow you flexibility in the reorganization process while ensuring compliance with general parameters.
4. **What are the authorities governing organization management?**
 - A. Departmental Manual (101 DM) is the definitive authority in the Department of the Interior on organization management.
 - B. OMB Circular A-105 requires that Bureaus with field organization structures comply with regional boundaries, subboundaries, and headquarters cities.
5. **Are there distinctions that need to be made when processing organizational changes?**

Yes. Some organization changes may be approved within the MMS, while others require departmental approval. Processes for each level vary somewhat.

6. **Who approves the respective levels?**
 - A. MMS Associate Directors have been delegated authority to approve organizational changes below the Headquarters Division levels and within the Regions, with the exception of C., below.

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B. Departmental officials approve any proposed changes, whether final or interim, which will change the organization's description as published in 118 DM.

C. Departmental officials approve any changes involving the opening, closing, or relocating of any permanent field organization below the level described in 118 DM.

7. What is the Office of Administration and Budget role in organization approval?

The Associate Director for Administration and Budget is responsible for organization management in the MMS and has review and concurrence responsibility for all proposed MMS reorganizations. Fulfilling that responsibility, A&B staff provide MMS managers guidance on sound organizational and human resources issues; are responsible for documentation of the MMS organization; and ensure that departmental policy and requirements are met and necessary approvals are obtained. A&B is also responsible for implementing approved organizations.

The Senior Staff Assistant to the Associate Director for Administration and Budget facilitates a coordinated formal review of reorganization proposals with all affected A&B, other MMS, and departmental organizations, as required. Areas reviewed will include position management issues, supervisory ratios, skill mixes, and potential adverse personnel impacts; congressional interests; compliance with organization management requirements, and any required union notification.

8. What should I do first in planning organization changes?

All organization changes must be consistent with the provisions of this chapter and departmental policy. Therefore, it is strongly recommended that when contemplating organizational changes you consult these chapters in the early planning stage. (See 4., above.)

A. You should structure organizations for effectiveness and efficiency and provide sound human resources management. You need to consult with the Senior Staff Assistant in the initial planning phase. *Such exchanges will minimize processing time of final approval/concurrence documentation and mitigate any problems which*

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might result from a reorganization. The Senior Staff Assistant will facilitate guidance

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on all administrative considerations and will establish the contact between the Program and the local servicing personnel office. Guidance will include the following:

- (1) Documentation requirements;
- (2) Personnel-related issues;
- (3) Responsibilities to local unions;
- (4) Space requirements;
- (5) Extenuating circumstances which might impact public or congressional relations; and
- (6) Alternative structures, if necessary.

B. You should solicit organizational design suggestions and comments on reorganization proposals from affected staffs. Remember also to provide closure on disposition of suggestions received.

9. **What do I have to do to get a change approved?** (See Appendix 1 for Process Checklist.)

Once you have defined a new structure using the procedures described in 8. above, your Associate Director must forward a reorganization proposal to the Senior Staff Assistant.

A. **For changes to be approved within MMS:**

The reorganization proposal for changes to be approved within the MMS includes the following documents which must be submitted in hard copy. *Note that no covering memorandum is needed.*

(1) Form DI-228, Clearance Record, signed in block 6 by the responsible Associate Director. *This signature indicates the Associate Director is approving the reorganization, and is forwarding the proposal to A&B for its concurrence before*

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(2) Justification for Change. Include a brief description of the functions of the organization, pertinent changes from the current organization, and the rationale for making the change, such as consistency with reengineering goals. This could include cost/efficiency measures.

(3) Staffing Plans. Include staffing plans for the current and planned organizations to include title, grade (career ladder), and occupational series for each full-time and part-time position in each component. Staffing plans should be consistent with sound position management and should reflect the ideal organization. *Staffing plans should not contain names.*

(4) Organization Chart. Provide a chart showing the relationship of the component(s) to a Division or equivalent field-level organization.

(5) Functional Statements. Attach functional statements giving the primary responsibilities of the organization down to and including Branch or equivalent field level.

B. For changes requiring departmental approval:

The following are documents needed to obtain departmental approval. Documents must be submitted in *both hard copy and as an electronic file* prepared in the standard MMS word processing software. *Note that no covering memorandum is needed.*

(1) Form DI-228, Clearance Record, signed in block 6 by the responsible Associate Director. This *signature indicates the Associate Director is requesting the reorganization proposal be forwarded through the MMS Director to the Department for approval.* (See Appendix 2.)

(2) Justification for Change. Include a brief description of the functions of the organization, pertinent changes from the current organization, and the rationale for making the change, such as consistency with reengineering goals. This could include cost/efficiency measures. (See 101 DM 3.)

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(3) Organization Chart. Provide a chart showing the relationship of the component(s) to the program level; i.e., show the division level. Charts should be created in a standardized software, convertible to a .jpg or .gif file. (See 101 DM 3.)

(4) Departmental Manual Release. Include an organization statement in the form of a Departmental Manual Release revising the respective 118 DM chapter. The Departmental Manual can be accessed at <http://elips.doi.gov/>; the 118 DM chapters reflect the current approved MMS organization. You need to provide the Manual Release in hard copy and in electronic file. Also, you may need to provide a:

(5) Staffing Pattern Matrix (see Illustration 1). The Senior Staff Assistant will advise on a case-by-case basis as to the need for this matrix. (See 101 DM 3.)

10. **How long does the A&B review take?**

A. Assuming there has been consultation with A&B in the initial planning stage, see 8A., above, the A&B review and concurrence of the final reorganization proposal should be *pro forma*. The Senior Staff Assistant will consult with relevant A&B organizations and recommend concurrence by the Associate Director for Administration and Budget by signing in block 6 of the Form DI-228. The A&B review and concurrence process should take only a few days.

B. In instances where there has been no or little consultation with A&B, the A&B review may require up to 4 weeks. This will allow time for the various A&B organizations to receive the proposal, review it, share it with the union representative, if warranted, and provide comments to the Senior Staff Assistant; then, for the Senior Staff Assistant to analyze, accept or decline comments, and either forward to the AD/AB for concurrence or compile a coordinated comment.

11. **What happens after A&B concurs in a reorganization proposal?**

A. **For changes approved within MMS:**

After appropriate A&B review, the Senior Staff Assistant will sign in block 6 of the DI-228 (also, see 12., below) and forward to the AD/AB for concurrence. After

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concurrence by the AD/AB, the Senior Staff Assistant will return the proposal to the submitting Associate Director and provide copies of the reorganization proposal to all relevant A&B organizations showing the program approval and A&B concurrence. A&B servicing personnel offices will work with the respective organization to implement the approved organization.

B. **For changes approved by a departmental official:**

Once A&B has reviewed and recommend concurrence in an reorganization proposal, the Senior Staff Assistant will develop a formal transmittal memorandum and a new DI-228 sending the proposal from the Director, Minerals Management Service, through the Assistant Secretary for Land and Minerals Management, to the Assistant Secretary for Policy, Management and Budget. The memorandum will transmit the appropriate documents (see 9B, above) for departmental review and approval. A&B staff will remain in frequent contact with departmental staff and will provide or obtain from the respective Program any additional information requested before departmental approval.

12. **What happens after the Department approves a reorganization proposal?**

Upon approval by the Department, copies of the original signature document will be provided to the submitting Program Associate Director and all affected servicing A&B offices/staffs by the Senior Staff Assistant. The official record will be filed in the Staff Office of the Associate Director for Administration and Budget. *If a substructure is to be effected, the respective Associate Director will approve and submit documentation as described in 8A., above, **For changes to be approved within the MMS**, and will be processed in accordance with 9. and 11., above.*

13. **Is there a follow-up on whether all implementation actions have been completed?** Yes. Within an appropriate time of implementation, the Senior Staff Assistant will confirm that all implementation steps have been taken, and will routinely assess the effectiveness of the process through followup on approved organizations.

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ORGANIZATION PROCESS RECAP

¹ PR = Program representative preparing organization proposal; SSA = Senior Staff Assistant to the Associate Director for Administration and Budget; SPO = Servicing Personnel Office; AD = Responsible Program Associate Director; DOI = Department of the Interior official

PROCESS (with responsible official ¹)	MMS APPROVAL	DOI APPROVAL
PR: Contact the Senior Staff Assistant (703-787-1429) to informally discuss a range of administrative considerations	X	X
PR: Provide opportunity, as appropriate, for affected Program staff review and comment	X	X
PR: Work with Servicing Personnel Office, as facilitated by Senior Staff Assistant, to ensure appropriateness and minimum administrative/human resources impact	X	X
PR: Develop final proposal and required documentation AD: Sign DI-228 APPROVING REORGANIZATION and transmitting the following to the Senior Staff Assistant: Justification for Change Staffing Plans Organization Chart Mission and functional statements described to Branch (or field equivalent) level	X X (See App. 2)	
PR: Develop final proposal and required documentation AD: Sign DI-228 REQUESTING FORWARD OF REORGANIZATION TO DEPARTMENT and transmitting the following in hard copy and electronic form to the Senior Staff Assistant (see 101 DM 3): Justification for Change Organization Chart DM Chapter Staffing Pattern Matrix, if requested by Senior Staff Assistant (See Illus. 1)		X X (See App. 2)
SSA: Provide copies to all affected A&B organizations for review and consolidate comments; AD/AB: Concur	X	X
SSA: Return concurrences to approving AD=s, with copies to all affected A&B organizations <u>OR</u> SSA: Prepare memorandum for Director=s signature and related documents forwarding proposal to the Department	X	X
SPO=s: Work with respective Program to implement MMS approved organizations	X	
SSA: Maintain contact with departmental staff and provides additional information as requested		X
DOI: After appropriate review and notification, approve organization proposals affecting 118 DM and select other situations (see MMSM 101.6C)		X
SSA: Return departmental approvals to submitting AD=s, with copies to all affected A&B organizations		X
AD: Implement approved organization with SPO. <u>OR</u> If lower level organization changes warranted, submit approving documentation to A&B for concurrence [continue A&B process as described above for MMS approved organizations]		X

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SAMPLE OF STAFFING PATTERN MATRIX

Administrative Services

		PROPOSED ORGANIZATION						
Current Organization	Current Positions	Associate Director for Admin. Services	Personnel	Mgmt. and Fiscal Services Div.	Contracting and Property Mgmt. Div.	EEO	Positions to Units Outside Proposed Organization	Positions Eliminated
Assoc. Dir., Admin.	1	1						
Dep. Assoc. Dir., Admin.	1							1
EEO	4		1			3		
Personnel	4		4					
Budget	6			5	1			
Finance	4			4				
Org. & Methods	6			6				
Contracting and Prop. Mgmt.	6				4		1*	1
Subtotal	32	1	5	15	5	3	1	2
	New Positions		1					
	Total	1	6	15	5	3	30	

*For positions transferred outside of the proposed organization, use an asterisk beside the number and footnote the name of the receiving unit(s).

Note: For each row, the sum of the numbers to the right of the ACurrent Positions≡ column (number in the AProposed Organization≡ plus number ATransferred≡ and/or AEliminated≡) should equal the number in the ACurrent Positions≡ column

MMSM 101.1
Illustration 1

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